

Washington County Board of Equalization
Appeal Application Instructions
87 N 200 E, St. George, Utah 84770

Following is a list of instructions to assist you in completing the necessary information to initiate a real property market value appeal through the Board of Equalization.

- ◆ Carefully review the "Notice of Valuation".
- ◆ If you have documentation showing that the market value of your property is substantially lower than the County's valuation, you may have grounds for an appeal.
- ◆ You may wish to consider the amount of tax dollars to be saved by the appeal process. A fair example would be approximately \$10.00 in taxes for every \$1,000 in valuation.
- ◆ Complete the "Request for Review of Property Market Value" for each property being appealed.
- ◆ Complete a "Homeowner's Questionnaire" for residentially improved properties.

WHAT EVIDENCE IS REQUIRED BY THE BOARD OF EQUALIZATION?

The required evidence should be based on the lien date of January 1, 2007.

- ◆ A current appraisal made by a professional fee appraiser is considered to be the best evidence to demonstrate market value.
- ◆ Closing statements, if you recently purchased your property.
- ◆ Recent sales of properties located in or around your neighborhood that are similar to yours in size, age, condition and quality.

Completing the Request for Review of Property Market Value Form

1. Using your "Notice of Valuation", complete the owner of record, mailing address, property serial number, property account number and assessor's market value. Indicate a phone number that you can be reached at from 8:00 a.m. to 5:00 p.m. and the address of the property you are appealing (if different from mailing address). ***This is required information and the appeal cannot be accepted without the above information.***
2. Indicate your Opinion of Value. ***Do not leave blank. Your Opinion of Value is required!***
3. Check the appropriate box indicating the basis for the review.
4. Explain what evidence and documentation you will be providing.
5. Sign the form on the "petitioner" line.
6. Indicate if you wish to schedule an appointment.
7. Enclose a copy of your "Notice of Property Valuation and Tax Changes".

Residentially improved properties require a completed "Homeowner's Questionnaire".

A separate appeal application must be completed for each property you are appealing.

Return all property appeal applications to the Board of Equalization as soon as possible. *All appeals must be received prior to (refer to Valuation Disclosure Notice).*

If you have requested an appointment, someone from the Board of Equalization will contact you.